

School Policy on Careers Education and Guidance (CEG)

Name of school:	The Grange School
Date of Policy:	17th November 2011
Member(s) of staff Responsible:	Mrs W Cowton, Mrs N Higgins
Review Date:	November 2013

Careers, Education and Guidance (CEG) forms an integral part of the overall Information, Advice and Guidance (IAG) in schools.

The school's Careers Co-ordinator is currently working with Connexions staff to produce an updated IAG Audit, which will identify areas in which more staff can play a part in providing IAG to students. This is particularly important in Year 9 (options choices); Year 10 (work experience) and Year 11 (post-16 opportunities).

The CEG 11 –19 National Framework (DFES, 2003) states that a CEG programme should enable all students to develop the attributes needed for successful career development through:

- *Self development: understanding themselves and the influences on them.
- *Career exploration: investigating opportunities in learning and Work
- *Career management: making and adjusting plans to manage change and transition

As such, the school's KS3 and KS4 CEG programmes are linked to the CEG National Framework – with specific learning outcomes and activities.

The School's policy of emphasising positive aspects has been reflected in the CEG activities, where raising aspirations and increasing an awareness of opportunities have been highlighted wherever possible. This has involved active partnerships with a number of external agencies – most notably Connexions.

Within the CEG's overall framework, the programme aims to be an important part of the school by:

- raising aspirations and increasing motivation

- developing key learning skills
- contributing towards information and communication skills
- promoting equal opportunities and challenging stereotypical attitudes
- giving students the opportunity of a one week work experience (Year 11 Autumn term)
- helping students to understand possible short and long term career pathways
- developing skills to review achievement, plan future actions, make decision and manage transition
- develop knowledge and understanding of the changing nature of learning, work and career

The various CEG activities may be delivered as an integral part of the School's PSHE Citizenship programme or through extra-curricular sessions – such as Year 11 student interviews with Shropshire Youth – Mrs S Knox-Allman/Ms K Marston or delivered via Focus Days.

CEG modules within the PSHE programme are designed to:

- be relevant and appropriate to the ages and abilities of students
- reinforce equality of opportunity
- prepare students for the opportunities, responsibilities and experiences of adult life

The modules require

- active support from all partners
- relevant advice from trained leaders and coordinators
- appropriate resources

The modules should offer students learning experiences which include:

- active and participative work
- group and individual activities
- contributions from all partners, both internal and external

After a five year programme, students should be able to show that they

- can make informed career decisions
- demonstrate a clear understanding of career paths and aspirations
- have self knowledge, based upon opportunity
- can demonstrate skills in:
 - self presentation
 - decision making
 - making transitions
- implement career plans
- take greater responsibility for their own career management

CEG is provided in partnership with Shropshire Connexions. Through the Partnership Agreement, reviewed and modified annually, the PA's provide:

- individual career interviews
- group interviews
- liaison for annual reviews of statemented students
- group information sessions
- information on education, training and employment opportunities
- information on job and training vacancies
- special help for students identified as with special needs
- advice for, and liaison with, the school's CEG coordinator

As part of the CEG programme, work experience is offered as an entitlement for all Year 11 students. The placement(s) takes place over a one week period during the end of the Autumn term enabling students to gain first hand experience of the world of work.

Work experience aims to:

- let students experience some of the challenges of work so that they can manage the transition to work more easily
- help students develop self-confidence and social skills
- help students make informed decisions about career pathways
- help students establish links with a particular employer which may lead to future employment offers
- promote a positive image of the school and its students
- build links between the school and the business community

Signed...I Walshaw..... on behalf of the Governing Body

Date.....17.11.11.....

Signed...J M Thomas on behalf of the School

Date...17.11.11.....